

## PLANNING TECHNICIAN

### DEFINITION

To perform technical planning work involving drafting, graphics, preparation, plan checking, research, evaluation, and urban design; and to prepare city maps and presentation graphics.

### DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Planning Technician series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unique situations arise. This class is distinguished from the Senior Planning Technician in that the latter performs advanced journey level work requiring high level of independence and specialized knowledge, and/or provides technical and functional supervision over assigned staff.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor; and may receive functional and/or technical supervision from a Senior Planning Technician.

### ESSENTIAL FUNCTIONS– Functions may include, but are not limited to, the following:

Enter and update data in automated land use and various databases.

Provide information and assistance to the public regarding zoning and subdivision regulations, the general plan, land use, demographic, development status, growth monitoring, and other planning related data and statistics.

Explain City and department procedures for filing and processing zoning applications; accept zoning permit applications and collect fees.

Review plans for conformance with City standards, policies and design guidelines.

Research and respond to public inquire and may prepare limited public hearing and other staff reports.

Review site, building and grading plans for conformance with zoning ordinances; review conditions of prior approvals under limited supervision.

Prepare graphic presentations including base maps, illustrations, photographs, and planning exhibits; and other reports as needed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of planning and zoning.

Fundamental research techniques.

Drafting techniques and tools.

Applicable laws, codes, ordinances and regulations.

Legal considerations and provisions of planning law.

Zoning subdivision regulations.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

#### Ability to:

Research, interpret and apply land use and zoning laws, ordinances and regulations.

Read and interpret legal documents, engineering and architectural plans, drawings, maps and specifications.

Operate standard office equipment.

Use initiative and sound independent judgment within established guidelines

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible technical planning experience is desirable.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in planning, urban studies, social sciences, or a related field.

License:

May require a valid California drivers' license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time. Some fieldwork may be required in the course of performing duties. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift lightweight.

10/2/01

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